

WWW.CORRECTIONS.UTAH.GOV/CORRECTIONS/VISITING

Visitor completes everything *above* "visiting staff use only" in *INK*

VISITOR NAME (LAST, FIRST, MIDDLE)

SOCIAL SECURITY NUMBER

BIRTHDAY MM/DD/YYYY

RELATIONSHIP

VISITOR SIGNATURE

DRIVERS LICENSE or ID NUMBER

STATE

PHONE NUMBER (Include area code)

MARITAL STATUS

NEVER
MARRIED

MARRIED

WIDOWED

DIVORCED

STREET ADDRESS

CITY

STATE

ZIP CODE

Are you currently on another inmate's visiting list? **YES / NO** If yes, who _____ relationship _____

Name / Offender#

****Failure to answer the following questions will result in a DENIED application. *Visitors must include a written explanation to questions answered YES****

1. Are you a current employee of the Utah Dept. of Corrections? Yes ☐ No ☐ 4. Are you an ex-volunteer, contractor, or student intern for the Utah Dept. of Corrections? Yes ☐ No ☐

2. Are you an ex-employee of the Utah Dept. of Corrections? Yes ☐ No ☐ 5. Are you a victim of the inmate you are applying to visit? Yes ☐ No ☐

3. Are you currently a volunteer, contractor, or student intern for the Utah Dept. of Corrections? Yes ☐ No ☐ 6. Are any of your children a victim of the inmate? N/A ☐ Yes ☐ No ☐

*****VISITING STAFF USE ONLY***VISITING STAFF USE ONLY***VISITING STAFF USE ONLY***VISITING STAFF USE ONLY*****

BACKGROUND CHECK			VISITING REVIEW APPROVED / DENIED	DRIVERS LIC. OR PICTURE ID valid & current SOCIAL SECURITY CARD BIRTH CERTIFICATE Inmate / Visitor MARRIAGE CERTIFICATE Inmate / Visitor DIVORCE DECREE first & last page signed by Judge for-Inmate/Visitor OTHER:
TYPE OF SEARCH	RESULTS			
DRIVERS LICENSE	VALID	SUSPENDED	COMMENTS	
STATE	NO RECORD	RECORD		
NATION	NO RECORD	RECORD		
WARRANTS	NO RECORD	RECORD		
STATE ID#		FBI#		DATE RECEIVED:
OFFICER'S SIGNATURE				

****REQUEST FORMS ARE CONSIDERED INCOMPLETE UNTIL ALL REQUIRED DOCUMENTS ARE ATTACHED** (SEE BACK FOR DETAILS)**

*****Send directly to visiting (address is on the back) DO NOT SEND TO OFFENDER*****

ACRONYM ABBREVIATIONS KEY

DL	Drivers license / state issued ID	IPBC	Inmate's Parent's Birth Certificate	VBC	Visitor's Birth Certificate
DC	Death Certificate (the visitors late spouse)	ISBC	Inmate's Spouse's Birth Certificate	VDD	Visitor's Divorce Decree (judge signed)
IBC	Inmate's Birth Certificate	MC	Marriage Certificate	VMC	Visitor's Marriage Certificate
IMC	Inmate's Marriage Certificate	SS	Social Security Card	VPBC	Visitor's Parent's Birth Certificate
VSBC	Visitor's Spouse's Birth Certificate	PMC	Inmate's Parent's Marriage Certificate		





DOCUMENTS REQUIRED

All documents provided must be official government (county, state, or federal) issued documents. Birth certificates, Marriage certificates and Death certificates must have the file number or official seal visible. Copies of these documents are preferred and must be legible.

*** IMMEDIATE FAMILY ***

THE VISITOR'S RELATIONSHIP TO THE INMATE (If you are the inmate's...)	↓	↓	Documents required by how you are related to the inmate (see key above).
Spouse			DL, SS, MC
Parent			DL, SS, IBC
Step-Parent			DL, SS, IBC, VMC
Grandparent			DL, SS, IBC, IPBC-(Your Child)
Grandchild			DL, SS, VBC, VPBC
Son or Daughter			DL, SS, VBC
Step-Son or Step-Daughter			DL, SS, VBC, IMC
Sibling or Half Sibling			DL, SS, VBC, IBC
Step-Sibling			DL, SS, VBC, IBC, IPMC
Son-in-law or Daughter-in-law			DL, SS, VMC, VSBC
Father-in-law or Mother-in-law			DL, SS, ISBC, IMC
Brother-in-law or Sister-in-law			DL, SS, VBC, ISBC, IMC, VMC, VSBC (only provide the documents that apply to you and prove your relationship to the inmate)

*** NON-IMMEDIATE FAMILY ***

THE VISITOR'S RELATIONSHIP TO THE INMATE (If you are the inmate's...) 		 Documents required by your gender and how you are related to the inmate (see key above).							
Girlfriend / Boyfriend		Visitor has never been married		Visitor has been divorced		Visitor has been widowed			
		DL, SS		DL, SS, VDD		DL, SS, DC			
Uncle	Same Gender 	DL, SS							
Aunt									
Nephew									
Niece									
Cousin	Opposite Gender 	Visitor has never been married		Visitor is married		Visitor is divorced		Visitor is widowed	
Friend		DL, SS		DL, SS, VMC		DL, SS, VDD		DL, SS, DC	
Ex-Spouse									
Ex-In-Law									
Ex-Step-Parent									
Ex-Stepchild									
Step-Grandparent									

NOTES

1. If the visitor is non-immediate family and of the opposite sex, the visitor must be accompanied by their spouse, the inmate's spouse, or the inmate's parents. Unaccompanied visitors who match this criteria will not be allowed to visit.
2. Only one single adult visitor of the opposite gender shall be permitted to be on the visiting list of any one single inmate at any given time. except for members of the inmate's immediate family. Married inmates cannot visit with single non-immediate family of the opposite sex.
3. Visitors will not be allowed to turn in request forms and visit the same day. Visits are permitted only after the Visit Request is processed and approved. Visiting will notify the inmate of the approved or denied request. **It is the inmate's responsibility to notify the visitor of the result of the request process.** Visitors who wish to be notified may include a self-addressed stamped envelope with their Visit Request.
4. Visitors may **not** bring minors with them until they have completed the Minor Visit Request form, attached the appropriate documents, and the inmate or visitor has been notified of the approved request. Minor Visit Request forms are available at the VCC.
5. The visiting clearance will expire 1 year from the day the visitor is approved. Visitors with expired clearances are removed from the inmate's visiting list. It is the visitor's responsibility to fill out and submit a Renewal Form to visiting before their clearance expires.
6. If you have a medical condition that may set off the metal detector, you need to provide something from your doctor detailing what parts of the body may set it off - i.e. hip or knee replacements or any metal you may have.
It is important to do this before your first visit to eliminate the possibility of being turned away.

It is the policy of the department that:
visitation is a privilege, not a right, afforded to inmates/visitors at the Utah State Prison

Visitors and inmates shall comply with all USP visiting rules and policies. It is the responsibility of the inmate/visitor to know and understand the Summary of Visiting rules prior to the first visit. Copies of the Summary of Visitor Rules and Regulations can be obtained from the VCC upon request.

Send the completed Visit Request Form
with the required documents to:

**VISITING
P.O. BOX 250
DRAPER, UT 84020**

Faxed Request forms are not accepted